



Public Safety Communications Awards Program 2012 Nomination Package

The deadline for all nominations to the Northern CA APCO is March 23, 2012

NAPCO PUBLIC-SAFETY COMMUNICATIONS LINE SUPERVISOR OF THE YEAR

Instructions

Eligibility

Nominees must have been employed in the applicable category by a public safety agency any time between April 1, 2011 and March 31, 2012. Nominees do not have to be members of APCO. Persons submitting a nomination or being nominated must be; a.) Residents of the United States or its Territories OR b.) Residents of an International Chapter (not in a Global Alliance location) of APCO International, as contained in APCO Policy Manual Article XIII, Section 13.1 (Therefore, Canadian nominees would not apply).

Sample job responsibilities and titles for this position are provided on this form as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.

Sample Responsibilities:

- Plans, organizes, establishes objectives; resolves difficult and complex operational issues; participates in the administration of a Communications Center, and supervises one or more employees.
- Is familiar with all operations and functions expected of subordinates and demonstrates that knowledge on a regular basis.
- Monitors and evaluates staff performance for completeness, accuracy and compliance with established policies and procedures.
- Recognizes performance issues and takes appropriate measures to correct, or praise employees.
- Is able to quickly prioritize and organize operational functions and makes appropriate decisions in stressful situations.
- Recognizes and mitigates potential issues within, or affecting, the Communications Center and is able to diffuse tense situations.
- Maintains a professional attitude at all times and ensures employees maintain the same.
- Promotes a positive working relationship with subordinates as well as supervisors, coworkers, and other professional entities.

Sample Job Titles:

Dispatch Line Supervisor, Dispatch Supervisor, Dispatch Operations Shift Supervisor, Supervising Public Safety Dispatcher, Supervisor, Shift Manager/Supervisor, Communications Supervisor, Communications Shift Supervisor, Communications Center Supervisor, Line Supervisor, Operations Supervisor, Emergency Resource Supervisor, Telecommunications Supervisor, Senior Fire Communications Supervisor

Completing this form

- Save a copy of the downloaded version of this document to your computer's hard drive. ***Nominations will only be accepted using this form.***
- Type the required information directly into the saved version of the document.
- Be sure to include information for *all* requested sections.
- Include specific facts or examples wherever possible to back up your comments.
- Ask someone to proof the form before you submit it: Are there grammatical errors? Is there information that is unclear? Do the descriptions provide enough detail to "paint a picture" of the performance and contribution of the nominee to public-safety communications?

Submitting your nomination

Email this completed Adobe Acrobat nomination form and nomination narrative as an attachment to angela.azevedo@cdcr.ca.gov. You will receive an email confirmation that we your nomination has been received within five business days.

If you are unable to email the nomination, you can mail it to: Angela Azevedo, CA Department of Corrections and Rehabilitation, 1960 Birkmont Drive, Rancho Cordova, CA 95742-6401. **All nominations must be received by Friday, March 23, 2012.**

Award Nominee Information

| | |
|---|--|
| Name: | |
| Agency: | |
| Job Title: | |
| Agency Address: Address line 1: Address line 2 (if applicable): City: State: Zip code: | |
| Agency Phone Number (including area code): | Agency Fax Number (including area code): |
| Email address: | |

Nominator Information

| | |
|---|---|
| Name (one individual only, please): | |
| Agency: | |
| Job Title: | |
| Agency Address: Address line 1: Address line 2 (if applicable): City: State: Zip code: | |
| Agency Phone Number (including area code): | Agency Fax Number (including area code): |
| Email address: | How did you learn of the award? <input type="checkbox"/> APCO web site <input type="checkbox"/> Email from APCO <input type="checkbox"/> Postcard from APCO <input type="checkbox"/> Link from APCO's MySpace page <input type="checkbox"/> Link from NPSTW page <input type="checkbox"/> Link from APCO's conference page <input type="checkbox"/> Through a colleague <input type="checkbox"/> Through an APCO chapter Other (please explain): |

The Criteria

Nominators – **Please answer each question on this form individually under the questions.** You may do so by expanding the space after each question or repeating the questions on additional pages as needed to answer each question separately. Each answer has a number value so questions left unanswered will negatively influence the scoring of the nomination.

1. Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, Ems, PSAP only, etc.).
2. Describe the nominee's daily and additional pertinent duties and responsibilities.
3. Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
4. Describe how the nominee functions as a team player.
5. Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.
6. Describe the nominee's ability to interact with others and successfully forge positive relationships with individuals at all levels: (consider citizens, subordinates, peers, administration, other entities within the emergency services profession, etc.)
7. Describe any attributes, actions, or practices that make the nominee exceptional when compared to other PSAP supervisors. (What sets this supervisor apart from other supervisors?)
8. In one page or less, describe why the candidate should receive the 2012 NAPCO Public-Safety Communications Line Supervisor of the Year award.